

## EXHIBIT 24-A

**Application for Federal Safe Routes to School Funding**

Check one:

This application is for: **Infrastructure project**\_\_\_\_\_

**Non-infrastructure project**\_\_\_\_\_

**This application is to be completed when seeking funds for infrastructure and/or non-infrastructure projects from the federal Safe Routes to School (SRTS) program. It consists of six (6) parts which asks for the following information:**

**PART 1:** General Information About the Applicant

**PART 2:** General Information About the Project

**PART 3:** Organization Background and Capacity

**PART 4:** Detailed Information About the Project

**PART 5:** Project Cost Estimates

**PART 6:** Project Delivery Schedule

**NOTE:** Applicants can recreate this application form, however, the format and all questions must remain exactly the same as presented and submitted with attachments in hard copy to your Caltrans District Local Assistance Engineer (DLAE). Please submit three (3) sets of the application package to the DLAE in your Caltrans District Office. Refer to the DLA web site for the DLAE in your District and their mailing address: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

Applications from nontraditional applicants (school districts, nonprofit organizations, public health/education departments, federally recognized Native American Tribes, hospitals) must be accompanied by a signature from a top official from a City/County/Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA) certifying that they will agree to be the responsible agency over the nontraditional awardee. If a nontraditional applicant is awarded funds for an infrastructure project, a signature is required from a public works official from the public agency certifying that they agree to operate and maintain the facility after construction.

An incomplete application will be disqualified from review. The entire application text must not exceed 30 pages. Maps, photographs, and Letters of Support may be included in the application package separately as attachments and will not be counted as part of the 30 page limit. **All Letters of Support to Caltrans must be directed to "To Whom it May Concern." Do not send them directly to the Director at Caltrans Headquarters or District Director.**

Applications must be stapled in the upper left-hand corner. Those bound by any other means will not be accepted; i.e., binders, protective covers, spiral threading, etc. If you wish to submit a transmittal letter, please attach it to the application with a removable binder clip.

**PART 1: General Information About the Applicant**

Name of applicant (or responsible agency): \_\_\_\_\_

If a nontraditional applicant, name of responsible City/County/MPO/RTPA that has agreed to partner with the applicant: \_\_\_\_\_

Name and title of contact person responsible for this project: \_\_\_\_\_

Name, title, and signature of top official from a City/County/MPO/RTPA (if applicable): \_\_\_\_\_

Mailing address of responsible contact person responsible for this project:

Street address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number of contact person responsible for the project: \_\_\_\_\_

E-mail address of contact person responsible for the project: \_\_\_\_\_

Fax number of contact person responsible for the project: \_\_\_\_\_

## **PART 2: General Information About the Project**

Check all of the areas that you will use SRTS funds for:

Education: \_\_\_\_\_ Encouragement: \_\_\_\_\_

Enforcement: \_\_\_\_\_ Engineering: \_\_\_\_\_

State Legislative District(s): Senate \_\_\_\_\_ Assembly \_\_\_\_\_ Caltrans District \_\_\_\_\_

Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA): \_\_\_\_\_

Project title: \_\_\_\_\_

Clearly state the specific deliverables that will result from your project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Identify other safety efforts already underway in your locale that may complement your project:

\_\_\_\_\_

Brief description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of targeted location; i.e., urban/rural/suburban setting, geographic characteristics, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify the names of school(s) in the target area, the total student enrollment in each of the schools, and approximate number of children who currently walk/bicycle to school: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If submitting more than one application, the priority number of this application: \_\_\_\_\_

Total number of project applications being submitted: \_\_\_\_\_

### **PART 3: Organization Background and Capacity**

1. Provide a brief overview of your organization if the applicant is a nontraditional applicant (example, a mission statement, geographical area served, experience with projects similar to the one proposed, etc).

### **PART 4: Detailed Information About the Project(s)**

When seeking funds for infrastructure projects, the following four (4) documents must be attached to this application:

1. A clear, color rendering of a general map showing the location of all proposed improvements and their proximity to the school and school routes within the two-mile radius.
2. A clear site plan for each improvement location showing existing and proposed conditions, preferably in color.
3. Detailed Engineer's Estimate (use form posted on the Division of Local Assistance Home Page in the internet under SRTS located at: [www.dot.ca.gov/hq/LocalPrograms](http://www.dot.ca.gov/hq/LocalPrograms)).
4. Completed "warrant" sheets per the California MUTCD for projects with traffic control devices (if required).

For both infrastructure and non-infrastructure projects, applicants are encouraged to provide letters of support from project partners and advocacy groups. These letters should be attached to the back of this application and do not count toward the total number of pages that are allowed.

Please respond to the following eight (8) statements when seeking infrastructure or non-infrastructure funds. They must be answered in sufficient detail and clarity to enable the review committee to fully understand your proposed project. They will be evaluated against all the other project proposals received. Refer to Section 24.6 of the SRTS Guidelines which explains the project selection process.

NOTE: The Evaluation element is a requirement of the program. It is not an option. It involves preparation of the Student Tally and Parent Survey at the beginning and end of the SRTS project in the target school(s). Forms along with data collection descriptions and instructions are posted on the Safe Routes to School web site. All applicants must provide the requested data to the National Center for Safe Routes to School at the completion of their project. The purpose is to determine the project's effectiveness in increasing the number of children walking and bicycling to school.

1. Describe the extent to which your project incorporates elements of the following 5 Es, and identify the individual and agency/organization responsible for the implementation of each element ( maximum: 20 pts.)

#### **If an Infrastructure Project:**

- Engineering – Participation by engineers in providing correct technical information, oversight of construction facilities, conducting engineering studies, providing engineering data, consulting with engineers, etc. (11 pts.)
- Education – Programs that improve safety and convenience for children who walk or bicycle to school; i.e., public safety awareness campaigns or safety training. (3 pts.)
- Encouragement – Activities that promote walking and bicycling to school; i.e., providing incentives to children who are physically active, introducing children and parents to walking and bicycling through Walk to School Day events, "Walking Wednesdays," purchasing and distributing bicycle helmets, etc. (3 pts.)

- Enforcement – Participation by law enforcement in the development and implementation of a project; i.e., ensuring safe speed limits are posted near schools, ticketing abusers, conducting safety check points, etc. (3 pts.)

**If a Non-infrastructure Project:**

- Education – See description above. (10 pts.)
  - Encouragement – See description above. (5 pts.)
  - Enforcement – See description above. (3 pts.)
  - Engineering – See description above. (2 pts.)
2. Cite the names and organizations/agencies that contributed to the development of a plan for this application and explain how they will continue to be involved in the project if it is funded; that is, formation of an ongoing “team.” (10 pts.)
    - Was there representation from the school, parents, professionals in the areas of health, transportation, enforcement, local elected officials, and other key members of the community in formulating this project? (5 pts.)
    - Describe the collaborative process followed in the development of this project and the individual contributions of each. (5 pts.)
  3. Does the applicant have a commitment from other agencies and organizations to have a role in implementing the project once awarded? (maximum: 5 pts.)
    - Cite the name, title, and contact information of the individual responsible for ensuring completion of this project. (3 pts.)
    - Has the commitment been formalized? Please describe. (2 pts.)
  4. Describe in detail any other efforts within the agency or organization that are planned or underway to support or compliment the proposed project. (maximum: 10 pts.)
    - Cite any funding commitments that have been made by agencies or organizations to sustain this project. (5 pts.)
    - Is this project consistent with the goals and objectives of local or regional planning documents; i.e., City/County Master Plan or General Plan, School Safety Plan, Circulation Plan, etc.? (5 pts.)
  5. Describe the safety-risks children currently encounter at the project location when walking or bicycling to school. Include supporting data such as accident reports, survey results, etc. (maximum: 15 pts.)
    - How was the determination made for each of the risks? (3 pts.)
    - Describe the extent and severity of the risks; namely, fatalities, injuries. (2 pts.)
    - Describe the safety-risks; namely, high vehicular speeds along two-lane roadways without sidewalks exposing children to debris, mud, overgrown vegetation, etc. or recently reported abductions/kidnappings/peer bullying/gang assaults reported against children along commute routes. (10 pts.)
  6. Describe how this project will correct the risks identified above. (maximum: 15 pts.)
    - Describe the specific “fixes” for each of the risks identified above. (10 pts.)
    - Describe the range of alternatives considered. (5 pts.)

7. Describe how this project will increase walking and bicycling to school. (maximum: 15 pts.)
- What barriers will be removed to allow for increased walking and bicycling? (10 pts.)
  - Describe how increased walking and bicycling among students will be sustained. (5 pts.)
8. Describe in detail, your agency or organization's capacity to undertake this project. (10 pts.)
- Cite how the lead agency has managed other federal grants. (5 points)
  - Who (staff persons and/or volunteers) will be working on this project and what are their roles and responsibilities? (2 pts.)
  - Do you have other funding resources available for this project in addition to SRTS funds to cover any cost overruns? (3 pts.)

## PART 5: Project Cost Estimate

Please provide cost estimate figures in the formats displayed below.

### FOR INFRASTRUCTURE PROJECTS:

#### PROJECT COST ESTIMATE (as applicable)\*\*

##### **Preliminary Engineering**

Environmental	\$ _____	\$ _____	\$ _____
PS&E	\$ _____	\$ _____	\$ _____

##### **Right of Way**

Engineering	\$ _____	\$ _____	\$ _____
Appraisals & Acquisitions	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____

##### **Construction**

Construction	\$ _____	\$ _____	\$ _____
Construction Engineering	\$ _____	\$ _____	\$ _____

##### **Before/After Evaluation**

\$ _____	\$ _____	\$ _____	\$ _____
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##### **City/County Partnership Costs**

\$ _____	\$ _____	\$ _____	\$ _____
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-----  
Subtotal

-----  
Contingency\*

-----  
Total Project Cost\*\*

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\*Contingency "Total Cost" may not exceed 10% of the "Subtotal"; however, exceptions will be considered on a case-by-case basis.

\*\*SRTS funds may not exceed \$1,000,000.

Has a non-infrastructure grant been submitted or approved to complement this infrastructure improvement? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**FOR NON-INFRASTRUCTURE PROJECTS:**

**PROJECT COST ESTIMATE (as applicable)\*\***

	<b>SRTS \$</b>	<b>Other \$</b>	<b>Total \$</b>
<b>Staff Time</b>	\$_____	\$_____	\$_____
<b>Contractual Services*</b>	\$_____	\$_____	\$_____
<b>Materials</b>	\$_____	\$_____	\$_____
<b>Other Direct Costs</b>	\$_____	\$_____	\$_____
<b>Before/After Evaluation</b>	\$_____	\$_____	\$_____
<b>City/County Partnership Costs</b>	\$_____	\$_____	\$_____
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Subtotal			
-----			
Total**			
-----			

\*No copyright permitted on materials.

\*\*SRTS funds may not exceed \$500,000.

**PART 6: Project Delivery Schedule**

Please provide estimated completion dates for the major milestones on your project.

**Target Dates for Infrastructure Projects:**

1. Obtain Authorization to Proceed with Preliminary Engineering (PE):\_\_\_\_\_
2. Complete Student Tally and Parent Survey:\_\_\_\_\_
3. Complete the NEPA document:\_\_\_\_\_
4. Submit first invoice:\_\_\_\_\_
5. Complete final design and Plans, Specifications, & Estimate (PS&E):\_\_\_\_\_
- 6.. Obtain Authorization to Proceed with Right of Way:\_\_\_\_\_
7. Obtain Right of Way Clearance (certification):\_\_\_\_\_
8. Obtain project Authorization to Proceed with Construction:\_\_\_\_\_
9. Award Construction Contract:\_\_\_\_\_
10. Complete construction:\_\_\_\_\_
11. Submit second Student Tally and Parent Survey results:\_\_\_\_\_
12. Submit final invoice with a report of expenditures, and close out the project:\_\_\_\_\_

**Target Dates for Non-Infrastructure Projects (as applicable):**

1. Obtain Federal Authorization to Proceed:\_\_\_\_\_
2. Submit Student Tally and Parent Survey results:\_\_\_\_\_
3. Submit first invoice:\_\_\_\_\_
4. Complete project and produce deliverables:\_\_\_\_\_
5. Submit second Student Tally and Parent Survey results:\_\_\_\_\_
6. Submit final invoice with a report of expenditures and close out the project:\_\_\_\_\_

**Distribution:** 1) Applicants, 2) DLAES, 3) Chief, DLA, 4) Chief, Project Delivery & Safety  
5) DLA Safe Routes to School Coord., 6) DLA Area Engineers

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